

## Grant Announcement:

### *Publishing Historical Records*

The deadline for this announcement has passed. The guidelines below can be used for reference, but should NOT be used to prepare an application.

The National Historical Publications and Records Commission supports projects that promote the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture.

The following grant application information is for **Publishing Historical Records**.

- See also [Publishing Historical Records-Founding Era](#) grants and [Publication Subvention](#) grants.

NHPRC support begins no earlier than June 1, 2008.

- Draft (optional) Deadline: August 1, 2007
- Final Deadline: October 1, 2007

See the [Application Cycle](#) for additional information.

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### *Grant Program Description*

The Commission seeks proposals to publish historical records of national significance.

Projects may focus on the papers of major figures from American life or cover broad historical movements in politics, military, business, reform movements, the arts, and other aspects of the national experience. The historical value of the records and their expected usefulness to broad audiences must justify the costs of the project.

Grants are awarded for collecting, describing, preserving, compiling, editing, and publishing documentary source materials. The NHPRC does *not* fund proposals to purchase historical records; it also does *not* fund proposals to publish the papers of anyone who has been deceased for fewer than ten years.

#### *Eligible Activities Include:*

- Scholarly documentary editions in printed and bound volumes.
- Scholarly documentary editions in online, compact disc, and other formats.
- Image editions in online, compact disc, microfilm, and other formats.
- Conversion of existing print and microfilm editions to electronic publications.
- Combinations of the above.

#### *Previously Funded Projects*

A publishing project that has received NHPRC support can apply for a grant for a new or subsequent stage of that project. These proposals receive special consideration to assure project



## **Project Narrative**

The Project Narrative is a description of the proposal. It should be no more than 20 double-spaced pages in 12-pt type with standard margins. Address the requirements listed above, as well as the following questions in your narrative:

**Question 1:** *What is the purpose of the project and what are its goals?*

Begin by making the case for the significance of the documentary source materials you wish to edit and publish. Address your project's overall purpose and long-term goals and summarize how these reflect the broader mission of your parent institution. Show how the publication of these documentary source materials will increase public understanding of history, culture, and the national experience.

**Question 2:** *What is the significance of the project in relation to the NHPRC's programs and goals?*

Please explain how the project relates to the Commission's overall mission, vision, and goals. Describe the historical importance of individuals, events, developments, organizations, and places whose history would be documented by the project. For background, applicants may want to review the Commission's [Strategic Plan](#).

**Question 3:** *What is the plan of work for the grant period?*

Please provide ample evidence of preliminary planning. Applicants should have a realistic idea of the scope of work over the grant period. Describe which part(s) of the project you will undertake during the time of this grant, e.g., document collection, selection and arrangement, transcription, annotation, indexing, and publication. If applying for a multi-year grant, applicants should present work plans in annual increments.

Outline each stage of the planned work within the grant period, and clarify complex work plans with a time chart identifying anticipated activities. For projects that will extend past the grant period, indicate the expected completion date and the work plan for that period. Describe any fundraising plans.

The Commission supports projects that adhere to generally accepted professional standards and procedures. For example, if the project involves electronic publication, please identify the technical standards you will use. Specify the methods you will use for document collection, selection and arrangement, transcription, annotation, and indexing.

The Commission expects documentary publishing projects, including electronic versions, to be maintained in their entirety in a non-software-dependent format for long-term access. Explain how the project will comply with archival preservation requirements.

Please indicate what has been done to secure necessary permission for publication of materials from holders of literary rights or copyrights.

**Question 4:** *What publications will be produced during the grant period?*

Describe the total number of volumes or other products you plan to produce for both the grant period and the completed project; indicate the project's anticipated year of completion; and explain any changes in previous projections in these areas.

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The Commission requires that you acknowledge NHPRC grant assistance in all publications and other products that result from grant support.

**Question 5:** *What are the qualifications of the personnel?*

Please provide vitae of not more than two pages per person for all staff named in the project budget. For those staff to be hired for the project, provide job descriptions, specify the qualifications that will be sought in candidates for vacant positions, and describe the roles to be played by all project staff, consultants, and contractors. Explain any special training planned for personnel.

The Commission encourages using advisory boards as a source of special expertise. If you have an advisory board, identify the members and their area(s) of specialization.

**Question 6:** *What are your performance objectives?*

List four to six objectives by which we can measure your performance. For example, estimate the number of documents you plan to transcribe and/or annotate during the grant period. Focus in this section on *quantifying* what you intend to accomplish and complete.

At the end of your narrative, describe how you are going to assess public use of the products created through your project.

**Project Summary**

The Project Summary should be no more than 3 double-spaced pages in 12-pt type with standard margins and should include these sections:

- Purposes and Goals of the Project
- Significance and Relationship to NHPRC Goals and Objectives
- Plan of Work for the Grant Period
- Products and/or Publications to be completed during the Grant Period
- Names, Phone Numbers, and E-Mail Address of the Project Director and Key Personnel
- Performance Objectives

**Supplementary Materials**

You may attach up to 35 pages of Supplementary Materials to your Narrative, such as:

- Résumés of named staff members
- Examples of position descriptions for staff to be hired with grant funds
- Statements of commitment to the project by partners
- Your institution's mission, goals, and objectives statement
- Sample documents (facsimiles accompanied by transcription and annotation)

If these materials are available on a web site, please provide a URL.

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**Project Budget**

*Introduction*

A three-column NARA/NEH budget form has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to Federal funds and those that will be cost shared. However, only the third column, **Total**, is used in determining total project costs. All of the items listed in the project budget, whether supported by grant funds or cost-sharing contributions, must be **reasonable and necessary to accomplish project objectives, allowable in terms of the applicable Federal cost principles, auditable, and incurred during the grant period**. Applicants should review the appropriate [Office of Management and Budget](#) circulars on cost principles.





